



POSITION DESCRIPTION

TITLE: Director of Day Services		SUPERVISOR: Vice President of Employment First	
PIN:	DIVISION: Meaningful Day Services	DEPARTMENT: Day Services	
JOB CODE:	GRADE:	EEO CODE:	FLSA STATUS: Exempt
DIV. DIR. APPROVAL:		EFFECTIVE DATE:	
HR APPROVAL:			

Mission

The Arc Baltimore supports people with developmental disabilities to lead fulfilling lives with a sense of belonging, purpose, and meaningful relationships.

Vision

A world where all people are valued, their voices are heard, and their impact is felt.

Values

Unity – We are stronger together.

Innovation – We push the bar forward.

Excellence – We are constantly improving.

Integrity – We are trustworthy.

Guiding Principles

Person-Driven

Building Relationships

Purpose Driven

Teamwork

POSITION SUMMARY:

The Director of Day Services is responsible for the management, planning and oversight of all operations of the Day Services department. The Director will facilitate the development of innovative community-based and in-center activities and resources to ensure and improve program quality with a focus on individual choice for participants.

DUTIES & RESPONSIBILITIES:

- Promote and ensure adherence to agency mission to support people to lead fulfilling lives with a sense of belonging, purpose, and meaningful relationships.
- Lead a team of managers and direct support professionals to provide services that are person-centered, with individualized schedules for each person, that include opportunities to develop relationships within the community, maintain and/or acquire

new skills and interests, build positive interpersonal skills; promote self-advocacy and increase independence.

- Facilitate the development of innovative, integrated programming that optimizes community partnerships to grow volunteer, recreational and skill acquisition opportunities, including employment exploration and job readiness activities that could lead to employment.
- Support continued program growth, quality improvement and innovation.
- Assist in the development and management of the department budget.
- Oversee facility and personnel management.
- Ensure compliance with The Arc Baltimore, DDA, OHCQ, and other local, state and federal regulations, policies and procedures.
- Coordinate internal department initiatives and activities. Facilitate team meetings and attend individual planning meetings as needed.
- As department lead liaison, work collaboratively with other departments at The Arc Baltimore and other agencies and stakeholders through internal and external committees, workgroups, and meetings.
- Complete required reports, audits, and outcome data in a proactive manner.
- Attend training, seminars and conferences as required.
- Other duties as assigned.

EDUCATION /SKILLS/ EXPERIENCE:

- High school diploma required, Bachelor's degree in relevant field preferred.
- Minimum 5 years' experience in a supervisory capacity and a minimum of 7 years' experience supporting people with developmental disabilities in Meaningful Day services.
- Knowledge of DDA waiver programs and services, and experience in the development of community-based activities, person-centered planning and person-centered thinking.
- Demonstrated track record of building and managing high performing teams.
- Ability to exercise initiative, think creatively in the improvement of processes, and drive results.
- Excellent oral and written communication skills.
- Proficiency in MS Word, Excel, Outlook and other technology tools.
- Valid Driver's License and be eligible to drive agency vehicles.

WORKING CONDITIONS:

- Normal office setting
- Must be available to work a flexible schedule as dictated by the needs of the agency.

ACKNOWLEDGEMENT:

I acknowledge that I have read, understand, and received a copy of this job description.

Employee Printed Name

Employee Signature

Date

Witness Printed Name

Witness Signature

Date

The Arc Baltimore is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, sexual orientation, religious and or political beliefs. We recruit, employ, retain, compensate, train, promote, discipline, terminate and treat all employees and job applicants based solely on qualification, performance and competence.